



VANGUARD MUSIC AND PERFORMING ARTS HALL OF FAME

NOMINATION APPLICATION INSTRUCTIONS

The Hall of Fame Committee (HOFC) would like to thank you for taking the first step in becoming a participant in the VMAPA Hall of Fame (HOF) nomination process. As a Nominator, you play the most important role in this process, because without your willingness to complete this application form, the individual, or couple, you are preparing to nominate, may never be considered for this honor.

BEFORE YOU BEGIN

1. **Contact** the HOFC and ask if the individual, or couple, you are planning to nominate has already been nominated or are currently in the three-year consideration pool.
2. **Preview** the application form to familiarize yourself with what information is required.
3. **Discuss** the application form with your nominee(s) to ascertain:
 - Accurate information regarding years of association with VMAPA and all areas of involvement within the organization. Find out specific details regarding all achievements and contributions.
 - Complete answers to the three nomination criteria questions:
 - Organizational Impact:
 - i. What were the significant contributions made?
 - ii. Provide context for how these contributions have made positive impacts on VMAPA.
 - VMAPA Core Values: Select at least three – integrity; passion; future focus; personal responsibility; excellence; respect; communication; positivity; community and belonging.
 - Impact on the Activity: How has your nominee elevated and affirmed the status of VMAPA within the performing arts activity?
 - Who should be asked to write a letter of support? It is recommended you identify more than the required 3 individuals in the event that an individual is not able to provide a letter.
4. **Select and Confirm** 3 individuals to write a letter of support for your nominee.
 - Each author should be assigned only one area of the nomination criteria. It is important that no letter focuses on the same criteria question. This focus on content should prevent redundancy of information and provide a more in-depth and broader profile of your nominee(s).
 - If your nominee is a couple, each letter should include both individuals.
 - Make sure the individuals you selected have not written more than 2 letters of support for the current year.

- Individuals you select may NOT be on the HOFC or the SASC, but any other HOF member could be among your selection.
 - Requirements for Letters of Support:
 - Should not exceed 2 single-sided pages
 - May be single or double-spaced
 - All margins should be no smaller than 1"
 - Font should be Calibri, Helvetica or Arial - regular style, size 11.
 - All letters should be addressed to the HOFC Chair and must be signed (digital signatures accepted) to attest to the validity of the information provided.
 - You must have all 3 letters in pdf format to upload when completing the application form.
5. **Submit** your completed application packet no later than February 15th.
- The Application Form allows you to enter information in stages as long as you remember to select the "save and continue later" link at the end of the form.
 - A completed application packet includes the form and three letters of support.
 - Once application is complete, hit "Submit" to send it. A complete confirmation copy will be emailed within minutes.
 - Please retain a copy of your submission.

WHAT HAPPENS NEXT

1. Review performed by HOFC to ensure your nominee meets the requirements of the category selected and includes 3 letters of support.
2. Vetted by VMAPA Director of Human Resources.
3. Receipt of HOFC confirmation email stating your submittal will be sent to the SASC for consideration.
4. SASC review to determine if your nominee(s) meets the criteria and is qualified to be placed on the HOF ballot.
5. Candidates will be voted on by the HOF Voting Membership.

REMEMBER, IT BEGINS WITH YOU! Nominators play a critical role in the nominating process.

For More Information on the HOF nomination, selection, screening and voting processes, reference the Guidelines and Rules posted on the VMAPA website. If you have questions, please contact the HOFC at the following email: hof@scvanguard.org.